



### **Online Admissions Process for Upper School Applicants**

1. Complete Inquiry Form (*found online at <http://www.gisny.org/inquiryform>.*)
2. Receive login from GIS Admissions via email (*takes 1-2 business days.*)
3. Proceed to: <https://gisny.myschoolapp.com/> to log in and access our online application system.
  - Your login is your first name and last name, for example, “lanaturner.”
  - Your temporary password is the same as your login with the addition of “01.” For example, “lanaturner01.”
  - After logging in for the first time you will be prompted to change your password. Passwords must be at least 8 characters long and include at least 1 number.
4. Access your Admissions Progress page and complete the following items on your checklist:
  - Complete Application (includes payment of US\$350 application via credit card.)
  - Submit Past Report Cards (upload the prior two years of report cards and if applicable the first half year of the current school year.)
  - Submit Birth Certificate (upload a copy of the candidate’s birth certificate.)
  - Immunization records should be provided to [admissions@gisny.org](mailto:admissions@gisny.org).
  - Once all the prior materials are received, an interview with the Head of School will be scheduled by GIS Admissions.
  - If required, a language or subject test will be scheduled by GIS Admissions.

*Once the above steps are completed the Admissions team will review the candidate’s complete application and notify you of a decision. Upon acceptance, continue with the following, remaining checklist items.*

5. If candidate’s immunization records have not yet been submitted, they are due immediately upon acceptance. Send them to [admissions@gisny.org](mailto:admissions@gisny.org).
6. Submit a non-refundable enrollment fee of US\$1000 to hold candidate’s place in class.
7. Sign and submit an enrollment agreement (to be provided by GIS around April) to confirm enrollment.